



Dean's Directive No. 4/2024

Constitution of the Research Ethics Commission of the Protestant Theological Faculty (PTF)

Article 1: Introductory Provisions

1. In connection with Rector's Directive No. 74/2017 (Constitution of the Charles University Research Ethics Commission), this Directive hereby sets up the Research Ethics Commission of the Protestant Theological Faculty (hereinafter referred to as the "Commission").
2. This Constitution regulates the purpose, composition, and rules for the meetings of the Commission.

Article 2: Purpose and Competences of the Commission

1. The Commission is an advisory body to the Dean.
2. The Commission assesses the ethical aspects of research projects in terms of their aims, procedures, tools, and possible consequences. Such aspects include, in particular, the protection of the rights, dignity, health, and safety of the persons who are involved in the research.
3. The subject of the assessment are research projects whose proposers, researchers, or coordinators are employees or future employees of Charles University assigned to the Faculty or students at the Faculty. In the case of projects carried out in cooperation with another institution, the subject of the assessment is restricted to the part of the project which is carried out or is to be carried out at the Faculty.
4. Upon request, the Commission may provide preliminary consultations in the course of the preparation of research projects.
5. At its discretion, the Commission may make recommendations on ethical aspects of research.
6. The Commission does not assess the legal context and consequences of research and is not responsible for them.
7. In its activities, the Commission follows the principles expressed in the Charles University Research Ethics Commission, in particular in its preamble, the Code of Ethics of Charles University, the European Charter for Researchers, and the European Code of Conduct for Research Integrity.

Article 3: Composition of the Commission

1. The Commission has five members.
2. The Commission and its Chairperson are appointed by the Dean from among the academic or research staff of the Faculty or other faculties of Charles University and other research and academic institutions.

3. The term of office of the Commission members is four years and members may be appointed repeatedly.
4. Membership in the Commission is terminated upon the expiration of the term of office, resignation of a member at his or her own written request, or upon removal of the member from office by the Dean.

Article 4: Meetings of the Commission

1. The Commission acts on the basis of a written application from an applicant which is delivered in hardcopy or electronic format to the Chairperson. The Commission may require that applications be made on a form which the Commission will prepare and publish for that purpose. The Commission may request additional information on the application from the applicant.
2. The Commission acts without undue delay. It deals with the application within 30 days of its receipt by issuing a written substantiated opinion, either in agreement or disagreement. The opinion will be delivered to the applicant and the Dean.
3. The Commission provides preliminary consultations at the applicant's initiative and as agreed with him or her.
4. The meetings of the Commission are convened by the Chairperson as necessary without undue delay after the receipt of an application.
5. The Commission decides by resolution which must be adopted by a majority of all its members.
6. A member of the Commission must immediately inform the Commission of any conflict of interest. Conflicts of interest exist, in particular, in cases where a member of the Commission is, at the same time, a researcher or team member of the research project assessed; he or she might have another personal interest in the outcome of the project assessed. If a member of the Commission has a conflict of interest, he or she is not entitled to vote on the matter to which the conflict of interest relates. If the Chairperson has a conflict of interest, he or she will delegate the conduct of the consideration to another member of the Commission. The Dean will appoint a substitute to replace the Commission member who has a conflict of interest and the substitute will be competent to vote in the case in which the conflict of interest arose.
7. In urgent or otherwise justified cases, the Commission may meet through a closed electronic conference according to rules which it will set out for these occasions.
8. Brief minutes will be taken of the Commission meeting; they will include a summary of the matters discussed and the results of any voting. The minutes will be verified by the Chairperson or by a member of the Commission authorized by the Chairperson.
9. The Faculty Research and Grants Office provides administrative support for the Commission.

Article 5: Final Provisions

1. A list of members of the Commission published on the Faculty website forms an appendix to this Constitution.
2. This Constitution was discussed at the meeting of the Faculty Research Board on 26 April 2024.
3. The Constitution comes into effect on the date of its publication.

In Prague on 30 April 2024

Jan Roskovec, Dean